

City of Chattanooga, TN
Personnel Class Specification

Class code 0378

FLSA:Non-Exempt

**CLASSIFICATION TITLE: RECREATION PROGRAM
COORDINATOR**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan, organize and supervise city-wide recreation programs for assigned areas including team sports, athletic programs, aquatics, outdoor camps and programs, cultural arts programs, fitness programs, arts and crafts, and/or programs for targeted and special needs groups, as well as special promotional events and programs designed to meet the recreational needs of the community.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Supervises the organization and operation of recreational and athletic programs, tournaments and special events at assigned recreation centers and facilities; organizes calendars of events; monitors activities to ensure compliance with department rules and regulations; monitors facilities and equipment for proper use; sets work schedules and approves payroll time sheets.

Serves as liaison to the general public in responding to inquiries, problems and complaints; provides technical assistance and direction to instructors, coaches, referees and others in conducting programs and events; explains policies and procedures to participants, staff and volunteers.

Plans and organizes assigned programs and activities; develops format and structure of programs; designs publicity and registration materials; coordinates printing, mailing and distribution of registration forms; orders supplies, trophies, awards, equipment, and materials; publicizes programs and events.

Attends community events, recreation conferences, and various meetings to promote and develop support for municipal recreation programs and events; distributes

materials to inform schools, churches, community groups and others about upcoming events and programs.

Monitors condition of recreation facilities, courts, ball fields and other facilities; documents and reports needed maintenance and repairs.

Oversees registration for scheduled events and programs; assists in registering participants; accepts registrations and payments for programs and events; maintains registration records and balances cash receipts; reviews registration materials and rosters for completeness.

Coordinates the recruitment and selection of instructors, coaches, umpires, referees and others to staff programs and leagues; conducts certification training for coaches; assists in conducting sports clinics.

Prepares and files grant applications for potential funding of programs; reviews and/or completes instructor contracts; reviews program and event evaluations.

Researches current practices and trends in recreation programming and proposes new or revised policies and procedures for consideration by city staff and officials.

Supervises implementation of programs to ensure compliance with applicable regulations and department policies; evaluates and assesses effectiveness of programs; prepares related reports to document findings.

Maintains program schedules, registration materials and records, fee collection reports, budget reports, facility usage sheets, department activity reports, facility and equipment maintenance records and other documents.

Reviews, completes, processes and/or files purchase vouchers, time sheets, leave slips, expenditure and revenue reports, payroll records, registration refund requests, attendance reports, and other materials.

Interacts with parents, children, program participants, instructors, coaches, youth associations, community organizations, arts organizations, civic groups, and others regarding programs, events, and activities.

Composes correspondence, drafts reports, develops tables and charts, designs flyers and promotional materials using word processing and desktop publishing computer applications.

Refers to city policies and procedures, recreational and athletic handbooks, first aid manuals, national recreation programming materials, nature guide books, city maps, budgets, administrative records, registration materials and other documents in performing assigned duties.

ADDITIONAL FUNCTIONS

Performs various clerical, custodial and courier duties in organizing and setting up events and programs.

May provide on-site supervision at events and programs; may referee games as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in recreation, health, physical education, or related field; supplemented by three (3) to five (5) years previous experience and/or training that includes planning and conducting programs in parks and recreation, athletics, and/or visual arts; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license. Certification in first aid and CPR is required.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to inform and guide others by applying principles of professional counseling in addressing specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and

crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, humidity, rain, temperature extremes.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.